



CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
DEPARTMENT OF STATE

DIVISION OF PROFESSIONAL REGULATION

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: WWW.DPR.DELAWARE.GOV

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| PUBLIC MEETING MINUTES: | The Manufactured Home Installation Board |
| MEETING DATE AND TIME: | Monday, November 22, 2010 at 9:00 a.m. |
| PLACE: | 861 Silver Lake Boulevard, Dover, Delaware Conference Room B, Cannon Building |
| MINUTES APPROVED: | January 10, 2011 |

MEMBERS PRESENT

Jill Fuchs, President
Keith Rudy, Vice-President
Richard Snyder, Secretary
James Brockton
Victor Kennedy
Kevin Reinike

DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT

Eileen Heeney, Deputy Attorney General
Gayle Melvin, Administrative Specialist III

MEMBERS ABSENT

Charlie Eggletston, Complaint Officer
Leslie Persans, Education Officer

CALL TO ORDER

Ms. Fuchs called the meeting to order at 9:00 a.m.

REVIEW OF MEETING MINUTES

The Board reviewed the minutes of the September 13, 2010 meeting. Mr. Kennedy made a motion, seconded by Mr. Snyder to approve the minutes. The motion was unanimously carried.

OLD BUSINESS

Discussion: Memorandum from James Collins Regarding Legislation for the 146th General Assembly, 1st Legislative Session

A discussion was held concerning whether any proposed revisions to the statute were needed. Ms. Melvin will advise Mr. Collins that no draft legislation will be submitted for this session.

OTHER BUSINESS BEFORE THE BOARD (for discussion only)

Ms. Melvin reported that the audit letters have been sent to the licensees. Licensees have ten days to respond.

The appreciation certificate for Ms. Bartron was signed by Ms. Fuchs.

PUBLIC COMMENT

There was no public comment at this meeting.

NEXT SCHEDULED MEETING

The next meeting was scheduled for January 10, 2011 at 9:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

HEARING

9:15 a.m. – Public Hearing Regarding Proposed Revisions to the Rules and Regulations

Ms. Heeney called the Public Hearing to order at 9:17 a.m. The Board proposed revisions to Rule 9.0. The Board's licensing law, Chapter 44 of Title 24 of the Delaware Code, provides that all manufactured home installations must be performed in compliance with the requirements of the United States Department of Housing and Urban Development ("HUD"). The revisions to Rule 9.0 expressly incorporate HUD's installation requirements. In particular, the rules reference specific sections of the Code of Federal Regulations. These amendments will make explicit what is already included in the Board's licensing law and will, therefore, provide greater clarity and greater protection for the public. Notice of the Public Hearing was published in two Delaware newspapers. Notice of the Public Hearing was published in the Delaware Register of Regulations. Verbatim testimony was recorded by Ms. Melvin. No written comments were received. No public comments were received. At 9:20 a.m., the Board went off the record and held deliberations. At 9:44 a.m., the Board went back on the record. Mr. Rudy made a motion, seconded by Mr. Snyder to reject the proposed revisions as presented and to pursue an amendment to Rule 9.1 and consider further revisions to cover the incidents where local jurisdictions' standards relative to site built or on site construction are more stringent than the HUD standards, the jurisdictions' standards shall apply. The motion was unanimously carried. Mr. Reinke and Mr. Rudy will review the HUD regulations on installation standards. Ms. Heeney will prepare a revised draft for review at the next meeting. The Public Hearing closed at 9:45 a.m.

ADJOURNMENT

There being no further business, Ms. Fuchs made a motion, seconded by Mr. Reinke to adjourn the meeting. The motion was unanimously carried. The meeting adjourned at 10:03 a.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Gayle L. Melvin". The signature is written in a cursive, flowing style.

Gayle L. Melvin
Administrative Specialist III